This document will demonstrate how to manage your BigBlueButton meeting room. Specifically, it will cover how to start a recording, stop a recording, make a participant a presenter, regain presenter status, lock viewer abilities, invite external users to a meeting, and change meeting room layouts. For more information please visit www.luc.edu/itrs.

**Start a Recording**

1. When creating the meeting room in Sakai, you must check the box next to **Recording**, under Meeting Information.
2. After entering the meeting room, click the record icon in the upper left-hand side of the screen.
3. You will be asked to confirm that you wish to record the session, click **Yes**.

**Stop a Recording**

1. Click the record icon in the upper left-hand side of the screen.
2. You will be asked to confirm that you wish to stop the recording, click **Yes**.

**Make a Participant a Presenter**

1. In the Users window, hover over the name of the participant you wish to make a presenter.
2. Click the presenter icon.

   Note: There can only be one presenter at a time.
Regain Presenter Status
1. In the users window, hover over your name.
2. Click the presenter icon.

Lock Viewer Abilities
1. Click the gear icon at the bottom of the Users window.
2. Select Lock Viewers.
3. Check the boxes next to the tools you do not wish participants to have access to.
4. Click Apply.
Invite an External User
1. The Chat window contains information on using BigBlueButton, including tutorial videos. At the bottom of the window, click the link **Invite a guest to join this meeting** to invite external users.
2. Copy the link provided and send the link to the user.

Change the Meeting Room Layout
1. Select the drop-down arrow next to **Default Layout**.
2. Choose a layout.
3. Click the icon in the bottom right-hand corner of the room to share the layout with all viewers.

Note: Viewers can change the layout on their own screen, but they cannot push this layout to other users.
Customize a Meeting Room Layout

1. Click the top of a window near the title and drag the window to a desired location in the overall meeting room window.

2. Hover your mouse over the edge of a window and click and drag to resize a window.

3. Click the icon in the bottom right-hand corner of the room to share the layout with all viewers.